



BABE KE COLLEGE OF EDUCATION

V.P.O. MUDKI (FEROZEPUR)

**(RECOGNIZED BY NCTE & AFFILIATED
TO PANJAB UNIVERSITY, CHANDIGARH & SCERT, PUNJAB)
ACCREDITED BY NAAC WITH CGPA 2.71 AT B GRADE**

An Institute of Excellence

**INFORMATION
BROCHURE**

2016-18

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His Holiness Dhan Dhan Sant Baba Nahar Singh Ji (Sunheran Wale)

His Holiness established numerous of educational, vocational and religious institutions not only in India but abroad also. His Holiness organized a series of religious conferences and camps all over the world for creating universal peace, integration and international brotherhood. He fought against social evils and intoxications to save the young generation from deterioration of values & character. His contribution for the promotion of teacher education shall always be remembered in the years to come.



A Preface

The Babe Ke College of Education was started with a mission "To Produce High Spirited Teachers Imbued with Missionary Zeal" in Village Mudki of Distt. Ferozepur in the state of Punjab in 2006. The village Mudki has its historical significance where the last Sikh battle was fought between Maharaja Ranjit Singh and Britishers in December 1845. It is very much known for having its existence near the Holy Land of renowned Sufi Saint Baba Farid, the man of high spirit who spread the fragrance of universal brotherhood and communal harmony.

The college started its journey in the field of Teacher Education from the session 2006-07 with an intake of one unit (100 seats) in B.Ed. course. The next session 2007-08 witnessed a further additional intake of one more unit of B.Ed. course increasing the strength of students to 200. Keeping in mind that sky is the limit, the management of the institution further created resources and got recognition for one more unit in B.Ed. course and M.Ed. course with 25 seats from NCTE in the session 2008-2009, extending to 35 in 2010, 50 in 2015 & also leading the pupil teachers strength to 200 in B.Ed. course.

The college has set many milestones in the short span of time since its inception in curricular and co-curricular aspects. To produce highly competent and skilled "would be teachers", the institution has been organizing from time to time Extension Lectures by Eminent Educationists, Seminars & Conferences of Regional, National, International Level, Celebration of important days & festivals etc. The college organized a National Seminar "Evolve Her- Empowering Women from The inside out" The institution also organized P.U. Zonal Skill in Teaching & on the Spot Preparation of Teaching Aids Competition in February, 2013. The Institution is also running E.T.E. course recognized by NCTE. To compete at the International level the management has executed international collaborations with University of New Zealand and U.K. Last but not least the institution has been accredited at B Grade with CGPA of 2.71 at a four point scale by NAAC, an autonomous institution of UGC. This is not the end of the journey. The institution aspires to contribute significantly in the field of the teaching and learning by putting tireless efforts.

In fact the Management of the College, Principal and Faculty strive constantly to create more and more facilities for the enhancement of skills of pupil teachers, acceptable at international level.

Message



A very noble and affectionate soul, has inherited exemplary sense of service from his great father and owes responsibility to manage uncounted religious and educational institutions founded by his father, HIS HOLINESS DHAN DHAN SANT BABA NAHAR SINGH JI.

DEAR WOULD BE TEACHERS,

I greet you with warm welcome and congratulate you on joining Babe Ke College of Education, Mudki. The Institution has progressed by leaps and bounds during the last 10 years. The credit for this progress undoubtedly, goes to the tireless efforts of the Management, the Principal and the faculty of the institution.

As you have entered this noblest profession of teaching, I would like to remind you that success of a teacher depends mainly on his commitment and dedication towards the Profession. A Caring, loving, professionally competent and serving teacher can definitely command respect in society. Hence try to develop all the traits of a successful teacher during the tenure of your training in this institute. The institution will support you through all means to turn you into a successful teacher.

May the Almighty shower His blessings on you!

Sant Baba Kapoor Singh Ji

Chairman

Message



Dr. Chaman Lal Sachdeva,
Managing Director
A Symbol of Supreme Vision

Dr. C.L. Sachdeva, a man of versatile experience of managing and directing many educational, social institutions in India, has moderate and scientific outlook. He has the credit of establishing many institutions viz. Engineering, Technology, Polytechnics, Industrial Training, Teacher Education, Medical Education etc. His contribution in the promotion of education is recognized through out Punjab.

DEAR WOULD BE TEACHERS,

I felicitate you on joining Babe Ke College of Education, Mudki. You have joined a profession of Nation Builders. Your decision to become a teacher is an opportunity to improve our nation. The future of our nation now depends on you. Considering this in mind, the institution has the provision of modern systems and techniques and expert guidance. I am confident that as a student you will receive maximum care, love and guidance to develop all the characteristics of a successful teacher. This is my firm belief that you would turn out to be a good teacher, a successful team leader and an able administrator.

I Wish you all the best!

Message



Dr. Rohin Sachdeva,
General Secretary

An Embodiment of Determination and Courage

Dr. Rohin Sachdeva, a man of dynamic personality has immense love for democratic setup and unique adjustment power. He has established more than 34 Institutions of various disciplines like Engineering, Technology, Polytechnics, Industrial Training, Teacher Education and Medical Education etc. His high caliber to bear the heaviest burden of unfavorable conditions cheerfully and to get the solutions favorably is known everywhere in India. His achievement in the promotion of teacher education shall never be forgotten.

DEAR MOST PUPIL TEACHERS,

I am extremely delighted to welcome you in Babe Ke College of Education, Mudki. Our institution has been continuously contributing to the development of society by providing would be teachers with quality professional training and high moral values. The institution believes in modernizing systems and techniques, innovation and perseverance without compromising with traditional values. We are striving for quality and aim to achieve further higher quality standards. The institution has successfully completed 10 academic years. We are trying to compete at the global platform by working with the foreign universities. These collaborations will be of great use to the Indian students. We promise you that we would spare no effort in bringing further improvement in quality of Education, innovations and research. Once again I welcome you all to Babe Ke Family.

Message



Mrs. Kamaljeet Kaur,
President

A Spectrum of Kindness

Mrs. Kamal jeet Kaur is outstandingly religious and high spirited in her temperament. She has spiritual power to motivate the masses and has contributed a lot in eradicating social evils and uplifting the standard of poor and backward rural masses.

DEAR STUDENTS,

It gives me immense pleasure to welcome you to Babe Ke College of Education, Mudki. The institution aspires to achieve national development by building able teachers who will contribute to national progress. It is our strong belief that a teacher should himself be a learner and burn like a candle to enlighten the minds of the students. You are the teachers of tomorrow. You are preparing yourself for a profession which entails many responsibilities. Hence be very sincere in your approach towards this course. I hope you will try your level best for excelling in this field.

Message



Dr. (Mrs.) Om Prabha Sachdeva,

Executive Member A Virtuous Lady

Dr. (Mrs.) Om Prabha Sachdeva is very humble and sympathetic in her exposition. She has an unbounded treasure of patience, sincerity, aesthetic sensibility and motivational spirit of organizing Co curricular affairs of the college. She is known for her Social, Spiritual and Educational Services for the promotion of Medical, Technical and Teacher Education.

DEAR PUPIL TEACHERS,

I congratulate and extend heartiest welcome to you on joining Babe Ke College of Education, Mudki-an Institute of excellence. Mahatma Gandhi, the father of our Nation, considered a teacher to be an image of society. Hence a teacher must be compendium of virtues and be a model for all. A teacher is, in fact, a lamp post, a signboard, a reference book, a dictionary, a dissolvent and a compound professor. Your aspiration to become a teacher entails all the above mentioned responsibilities. And I ensure you that this Institute will make every possible effort to turn you in to an ideal teacher.

Wishing you all the best for your successful training in the course!

Message



Dr. Ram Mohan Tripathi
Principal

A Versatile Genius

Dr. Ram Mohan Tripathi is a man of versatile experiences, boundless energy, enthusiasm and determination. He has an ocean of knowledge that contributed a lot in uplifting the college so that college may touch higher pinnacles of glory. Dr. Tripathi has glorified every work of life by virtue of his sincerity, devotion and dedication. He occupies an eminent place in the cultural, academic and intellectual life of the institution.

DEAR WOULD BE TEACHERS,

I greet you all with a warm welcome and congratulate you on joining Babe Ke College of Education, Mudki. During the past ten academic years the college has achieved excellence not only in the academic sphere but also in co-curricular activities and social welfare work.

After the successful completion of ten academic years, the institute aspires to give ample opportunities to the future teachers for their healthy professional growth in this academic years. You will be trained here in a noble way for the noblest profession i.e. teaching. The institute will make every possible effort to provide you quality oriented education. Our able and qualified faculty members will contribute their own share to enable you to achieve and retain highest possible standards of education. I wish you all the best for attaining peaks of success in this noble profession of teaching.



Our Vision

"Teaching is the noblest profession of human race."



Our Mission

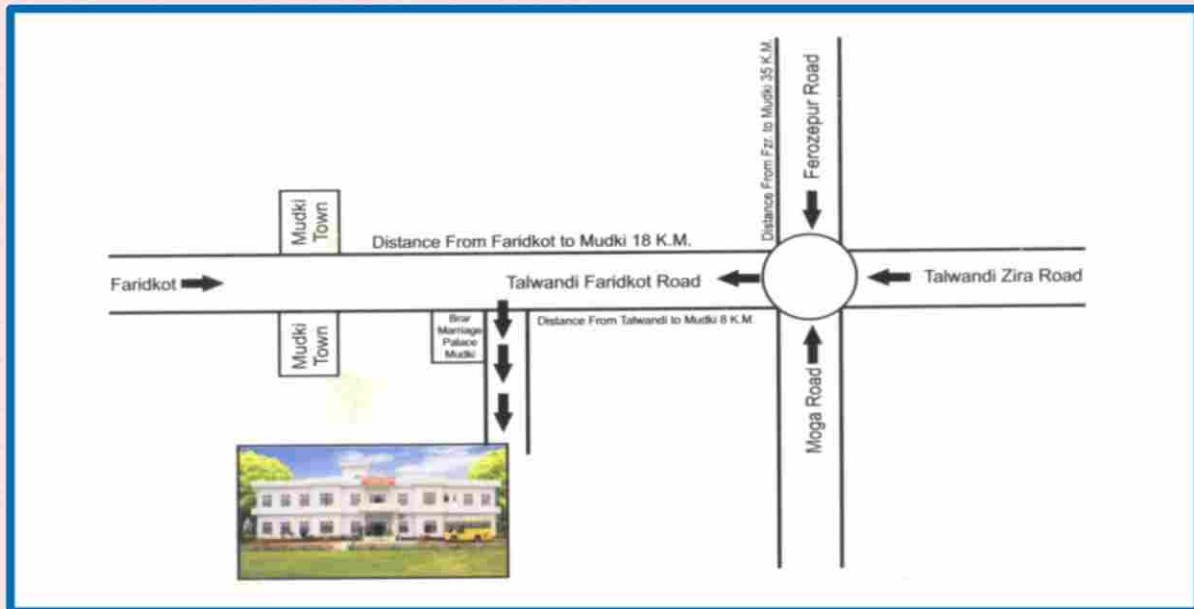
To Produce high spirited teachers imbued with missionary zeal."

Our Institutional Goals



- To produce skill oriented responsible teachers.
- To develop healthy attitude towards teaching profession to become accountable towards society and nation as a whole.
- To ensure all round development of pupil teacher's personality from global point of view.
- To produce competent teachers to inspire the student community.
- To enable them to achieve respectable status in the society and to live worthy life.
- To develop eternal values of life.

OUR COLLEGE LOCATION AND BUILDING



THE COLLEGE BUILDING IS TASTEFULLY DESIGNED AND BEARS A UNIQUE ARCHITECTURAL GRANDEUR. THE FOLLOWING ARE THE FEATURES OF COLLEGE BUILDING:

- 1) Commodious and airy class rooms equipped with furniture.
- 2) Smart Class Rooms.
- 3) Modern and well equipped Information and Communication Technology Resource Centre.
- 4) Spacious and well stocked Library cum Reading Room with latest books, journals and facility of e-library.
- 5) Multipurpose Hall.
- 6) Well furnished conference Room and Seminar Room.
- 7) Well equipped Research cum Psychology Resource Centre, Science Resource Centre, Mathematics Resource Centre, Language Learning Lab, Educational Technology Lab, Photography Lab, Yoga Education Room, Home Craft Lab, Audio Visual Room and Sports Room.
- 8) Provision of Guidance & Placement Cell, Grievances Redressal Cell, Quality Assurance Cell and Research Promotion Cell.
- 9) Attractive and well furnished canteen with provision of snacks and other eatables.
- 10) Extensive Hostel accommodation for girls and teachers with full facility of spacious Dining Hall and Common Room.
- 11) Transport facility from Kotkapura, Faridkot, Talwandi Bhai, Zira, Makhu, Bagha Purana and Ferozepur.

AFFILIATION & RECOGNITION

The College is affiliated to Panjab University, Chandigarh & SCERT, Punjab, Mohali and is recognized by NCTE, Jaipur. The college has been granted 200 seats of B.Ed. course and 50 seats of M.Ed. course and 50 seats of E.T.E The Institution has been accredited at B Grade with CGPA 2.71 by NAAC, an autonomous institute of UGC.

SANCTIONED INTAKE

Course	Duration	Sanction intake
B.Ed.	2 years (4 Semesters)	200
M.Ed.	2 years (4 Semesters)	50
E.T.T.	2 years	50

ADMISSION PROCEDURE

B.Ed. COURSE:-

- Admission to B.Ed. will be held on the basis of State Level Common Entrance Test and Centralized Online Counseling by Guru Nanak Dev University, Amritsar.
- Students admitted under SC/ST category will have to submit their original SC/ST Certificate at the time of their admission else their admission will stand cancelled.
- Candidates from universities other than Panjab University, Chandigarh will have to submit Migration Certificate in original and original detailed marks card of last class passed with in 30 days from the date of enrolment failing which they will have to pay Rs.1000/- as late fee to Panjab University, Chandigarh as per the rules and instructions of Panjab University, Chandigarh.

M.Ed. COURSE:-

Admission to M.Ed. will be held on the basis of Merit & the counseling conducted by the Federation of Self financed Colleges of Education, Punjab. Rest conditions are same as for B.Ed.

CERTIFICATES TO BE ATTACHED

Every student seeking admission to the B.Ed. Course shall be required to attach the following documents with the application form and No document will be entertained after the submission of the form. Attested copies of Certificates should be attached with admission form and original certificates will have to be produced at the time of interview.

- Certificate of good character from the Principal of the institute in which the candidate studied last from the Head of the institute in which he/she studied last.
- An attested copy of Date of Birth certificate.



3. Domicile Certificate.
4. Attested copy of degree (B.A./B.Sc./B.Com./M.A./M.Sc/M.Com. and any other) along with detail marks certificate.
5. Printout of Allotment letter.
6. Certificate for special claim. Candidates seeking admission on the basis of special claim such as being daughter of army personnel, teacher's daughter, distinction in sports at the university, deserted, divorced, rural area claim etc. shall produce a certificate from the competent authority as specified in the application form supporting the claim. Provisional admission is not permissible. Incomplete form will be rejected without any obligation whatsoever.
7. Photo Copy of Aadhar Card
8. Bank Account No.

FEE AND OTHER CHARGES

Fee will be charged as fixed by Federation of Self Financed Colleges of Education (Regd.), Punjab.

- 1) Non Payment of fee with in 15 days will render a student liable to have his/her name struck off from the roll of the college.
- 2) If any student does not attend the college within a week of the opening day as announced by the college, his/her admission will stand cancelled.
- 3) All dues must be cleared before final examination.
- 4) Fee/Fines and other charges once paid shall not be refunded for any reason.

GENERAL RULES & REGULATIONS

IDENTITY CARD

All the students on the roll of the college are issued Identity Card on joining the college. On the presentation of Identity Card, the student will be issued library membership card. Students must keep the identity cards with them. These must be provided when demanded or checked by an official of the college. The identity card is non transferable. If a student loses his/her identity/library card, he/she can be issued a duplicate one on a payment of Rs. 100/-

UNIFORM

Immediately after joining the college, the students (B.Ed.) should get the following uniform prepared:

FOR GIRLS:- White Salwar, White Shirt, Ferozi Dupatta, Ferozi Sweater & Navy Blue Blazer (for winter) and White sports shoes.

FOR BOYS:- White Shirt, White Trousers, Ferozi Turban, Ferozi Sweater & Navy Blue Blazer (For Winter) and White sport shoes. The Uniform is to be worn on every Monday, Tuesday and Thursday, Friday & also on all

function days of college. Students must avoid the use of cosmetics and should not wear gaudy/mod dresses.

SAMPLE FOR FEROZI COLOUR

The M.Ed. Students should get the following Uniform Prepared:

FOR GIRLS : White Salwar, White Shirt, A White Dupatta with stripes of Ferozi Colour, Ferozi Sweater & Navy Blue Blazer (for winter) & White Sport Shoes.

FOR BOYS : White Shirt, White Trousers, Ferozi Turban, Ferozi Sweater & Navy Blue Blazer (for winter) & White Sport Shoes. The Uniform is to be worn on every Monday & also on all function days of college.

FOR E.T.T. STUDENTS :

FOR GIRLS : White Salwar, White Shirt, Maroon Dupatta, Maroon Sweater & Maroon Blazer (for winter) & White Sport Shoes.

FOR BOYS : White Shirt, White Trousers, Maroon Turban, Maroon Sweater & Maroon Blazer (for winter) & White Sport Shoes. The Uniform is to be worn on every Monday, Tuesday and Thursday, Friday & also on all function days of college.

LEAVE RULES

1. Leave must be sanctioned personally.
2. Application for leave must be signed by the parents of the guardians of the applicant. In case of illness the application should be accompanied by a medical certificate.
3. Student absent from the college without permission will be fined Rs. 20 per day. Absence from the group activities, seminars, work experience, activities and other practical will entail a fine of Rs. 20.
4. No leave will be granted when special functions are held in the college, in case of emergency leave may be granted by the Principal.
5. Leave will be sanctioned by the principal on the recommendation of the tutor of the students and must be got sanctioned before it is availed of.
6. Leave for a particular Lecture may be granted by the Lecturer concerned.
7. The maximum leave allowed to a student during the session will be 15 days only.
8. When applying for leave, students must have his/her identity card with him/her.

NOTE :- The name of the student remaining absent from the institution for a period of two weeks without getting the leave sanctioned shall be automatically struck off from the rolls of the institution. His/her admission will be restored with the permission of the Principal on the payment of re-admission fee.

LIBRARY

The College has well equipped library with a wide variety of books and journals, e-books, e-journals on education and other topics.



LIBRARY RULES

- i) Two books will be issued for a period of 14 days only.
- ii) The books will be reissued if they are not in demand by the other students.
- iii) A fine of Rs.5 per day per volume will be charged for a book returned after the due date.
- iv) Reference books, Text books, Rare books, periodicals shall not be issued except for consultation in the library premises.
- v) The students are required to possess their identity cards while inside the library and reading room. The defaulters will be asked to leave and their case will be reported to the Principal.
- vi) Books issued from the library should be kept very carefully and in no case be underlined and disfigured. If the book is already damaged in any form, it should be got checked by the librarian otherwise the responsibility will be of student himself/herself.
- vii) Students should check whether all pages are intact or not before getting the books issued. If pages are found missing at the time of returning them they will be fined heavily. Inform the librarian along with the notification of missing pages.
- viii) The loss of books should be reported to the librarian before the due date, in the absence of which fine will be charged till the information given. The borrower will be required to replace it. She/He will have to pay double the price if the book could not be replaced.
- ix) The students are expected to observe perfect silence in the reading room and not to disturb others in any way.
- x) The students are expected to keep their belongings outside the library.
- xi) Students should make an entry in the register, before entering and leaving the library.
- xii) Students are expected to switch off the fans before going out of the library.

GENERAL RULES

- 1. Wearing of college uniform is compulsory during college hours and at the college functions.
- 2. The institution enforces simplicity in dress. The wearing of all kinds of gold and diamond ornaments is also discouraged.
- 3. All the students must be punctual. Students, who are coming from far off places should either avail college bus facility or make their own arrangement for reaching college in time. No excuse will be entertained for their coming late in the college.
- 4. Students will not be allowed to miss the classes while in campus. Strict disciplinary action will be taken against the defaulters.
- 5. Students are advised to see the notice board daily. No excuse will be entertained if a student fails to read any important notice. The consequence of this neglect will rest upon the students.

6. Students are not allowed to remove any notice from the notice board which has been put up by the college. Such student if identified will be fined or liable to disciplinary action.
7. Leave must be got sanctioned from the college authorities in advance up to 2 days from the Tutor and more than 2 days from the Principal. Medical leave must be granted by the Principal. The leave application should be supported by a valid medical certificate and recommended by your Tutor.
8. Guardians and parents will please note that visitors are not allowed to see the students during college hours.
9. Any student who misbehaves or creates nuisance in the college will be fined heavily by the Principal.
10. Strict disciplinary action will be taken against the student who is found using mobile phone in the college campus.
11. Students are advised to actively participate in all activities of the college so that their teachers can help them in identifying their talent.
12. Students shall maintain discipline and necessary decorum in and outside the classroom.
13. Students are expected to be courteous and polite in their dealing with one another and the employers of the college.
14. Proper respect should be shown to the teachers and their instructions should be carried out strictly.
15. Movement from one class to another should be orderly. At the end of a period the incoming students should wait outside till the classroom has been completely vacated.
16. Perfect silence should be maintained in the classes, in the reading room and in the varandhas so that none is disturbed in studies and the atmosphere prevailing in the college remains congenial for academic pursuit.
17. The students should inculcate the queue habit while they go to see the Principal or pay dues in the accounts office or get books issued from the library.
18. The students must not loiter about in the varandhas unnecessarily.
19. At any time during the course of training the principal may at his discretion remove the name of a student from the college rolls if he/she has failed to make progress in studies or has been found guilty of misconduct.
20. The students should understand that the college property is an asset of the nation as such its maintenance is as much their duty as that of administration. Therefore, do not and let not any one damage the furniture or the wall with pen or pencil or chalk marks.

RAGGING IS STRICTLY BANNED

Any student found committing or abetting or indulging in ragging shall be punished/ rusticated/ expelled/ suspended from the College. Ragging Includes disorderly conduct whether by words, spoken or written or by an



act which has the affect of teasing and handling any other student with rudeness, Indulging in rowdy or In disciplined activities which cause or is likely to cause hardship or psychological harm or raise fear or apprehension in a fresher or in a junior student.

CODE OF CONDUCT FOR PROSPECTIVE TEACHERS

EVERY PROSPECTIVE TEACHERS SHOULD:

1. Make it a habit to see the college notice board everyday.
2. Be regular and punctual to class.
3. Practice and promote integrity, sincerity and self discipline at all times.
4. Be brief in talk whether on phone or in person.
5. Use his/her time fruitfully and in a planned way to complete the various tasks & go to college library during free period.
6. Promote the concept of 'Dignity of Labour' and help in keeping the college premises neat and clean.
7. Use college property with care and park vehicles at the proper place only.

ATTENDANCE AND HOUSE EXAMINATION

1. At least 75% attendance is essential for a student to appear in the annual examination and the student having more than 75% will be given weightage.
2. House Tests are held twice a year. Both tests are compulsory for the students as the internal assessment will be made on the basis of performance of house tests, class tests and assignment in each paper.
3. Fortnightly tests in all the subjects are mandatory for all the students.
4. Exemption from any house examination, or fortnightly test will not be given except under any exceptional circumstances.
5. Strict disciplinary action will be taken against students who absent themselves from the house examination or fortnightly test. Absence from house examination or fortnightly test will also liable a student to heavy fine.
6. Students will have to secure at least 40% marks in each examination and in each paper or else, they will not be allowed to appear in final exams. Any student, who fails to appear in any of the examination paper for whatever reasons will not be entitled to annual academic prize.
7. No mercy test will be conducted in the college. Hence the internal assessment of the student who fail to appear in examination will not be sent.

PERSONALITY DEVELOPMENT PROGRAMME

MORNING ASSEMBLY:-

The college starts with morning assembly everyday where students and teachers get an opportunity to give brief

talks on education, religion and morality. An open discussion on the discussed topic is also held. Presence of all staff members and students is compulsory.

TRAINING IN SPOKEN ENGLISH:-

The Institute has special provision for the students who cannot express them self in English. The College Teachers under the guidance of an expert of this field guide the students for fluency in English language.

TUTORIAL GROUPS:-

To provide intimate personal contact with teachers, each student is assigned a tutor who guides him/her through out his/her stay in the college. It helps in closer supervision of the work and progress of the students by lecturer-in-charge. Activities in the tutorials include academic discussion, identification of latent talents of students and giving individual attention to problems, if any, faced by students in any subject. All the Tutors maintain a record of the activities under taken by each student. Presence of students in these meetings is compulsory.

HOUSE SYSTEM:-

The motive of having 'House' is to give opportunities to students for self expression, inculcate leadership qualities, to help students to shoulder responsibilities and help them to understand the concept of co-operation and team-spirit. The students from all sections are divided in to six houses:

1. Gandhi House
2. Aurobindo House
3. Nehru House
4. Tagore House
5. Radha Krishanan House
6. Vivekanand House

Each house functions under the charge of two lecturers and remains on duty for one week. The main duties of each house are:

- (i) To conduct daily morning assembly.
- (ii) To check cleanliness of the campus and to maintain discipline in the campus.
- (iii) To check late comers, who are without uniform and wrong parking of vehicles.
- (iv) To actively participate in the inter house competitions organised by different clubs in the institution.

CLUBS:-

In order to enable students to cope up with the outside world for the benefit of society and to give practical training in organization of various co-curricular activities, we have the provision of the following clubs in our institution :

1. ECO CLUB



2. SOCIAL WELFARE CLUB
3. PRESS CLUB
4. HEALTH AND NUTRITION CLUB
5. PEACE CLUB
6. LITERARY CLUB

Each Club functions under the supervision of two Lecturers. Each club organizes at least one Inter House Competition during the session. The main functions of these clubs are:

(1) ECO CLUB :-

Eco Club aims at creating environment awareness among the would be teachers and inmates of rural and urban slums of Mudki and the surrounding area by organizing seminars, poster making and slogan writing competitions etc.

(2) SOCIAL WELFARE CLUB :-

Social Welfare Club aims at bringing awareness and helping people with in the local community to identity social needs and to find the most effective ways to meet these needs. The main functions of this club include working for old age homes, Bal Niketans, Organizing Blood Donation Camps etc.

(3) PRESS CLUB :-

The aim of the press club is to enable the students to acquire the skills for preparing press releases, managing the wall magazine and the college magazine for the academic session.

(4) HEALTH AND NUTRITION CLUB :-

The Health and Nutrition Club aims at making students and general public aware regarding maintenance of good health, healthy food habits, nutrition values of food items and their requirement for different age groups.

(5) PEACE CLUB :-

The aim of Peace Club is to work for spreading Peace-Internal as well as External. The Club organizes different activities to promote culture of peace through teacher education.

(6) LITERARY CLUB :-

The Literary Club aims to give opportunities to students to express themselves through literary activities like creative writing. The club also endeavors to provide the students with a unique opportunity of going through innovative techniques of teaching and learning.

GAMES AND SPORTS

Participation in games and sports is compulsory for all the students. Therefore college has provision for the supervision of a qualified lecturer in Physical Education, extensive play grounds and facilities for major

outdoor and indoor games. The Annual Athletic Meet will be held in February, 2017. According to NCTE norms, every student must participate in any one of the outdoor games.

NATIONAL SERVICE SCHEME (N.S.S.)

The college has a unit of N.S.S. In the academic session, one 10 days camp and 2 one day camps will be organized. This is a compulsory activity of the B.Ed. & E.T.T. students in our institution.

GUIDANCE AND PLACEMENT CELL

Keeping in mind the need of the hour, the college has Guidance and Placement cell which aims at providing Educational, Vocational, Personal & Placement services.

GRIEVANCES REDRESSAL CELL

In order to rectify the grievances of the students, a Grievances Redressal Cell has been formed in the college.

QUALITY ASSURANCE CELL

Quality Assurance Cell aims at improving the total quality of teaching learning process and also includes new visions and horizons for further progress.

RESEARCH PROMOTION CELL

In order to promote research in the field of education, research promotion cell has been formed in the college.

EXTENSION LECTURES

Lectures of eminent speakers and leaders who approach education from a diverse range of perspectives are organized in the college. These lectures help the students to develop insight into the subject and get latest information and knowledge about the subject area.

SEMINARS & WORKSHOPS

The institution organizes from time to time a number of regional, state, national and international level seminars and workshops which help in giving a wider perspective of the innovations and developments taking place in different fields to the students as well as teachers.

STUDENTS' COUNCIL

This consists of the staff, President, Vice President, Secretary and elected representatives of the sections of the students working under the able guidance of the Principal, who is also the chairperson of the council. The Principal along with two members of the staff as teachers in charge arranges the meetings and keeps the minutes. The council works for the betterment of the institution, welfare of the students and plays an important role in organization of different activities of the college.



ALUMNI ASSOCIATION

The college has formed an Alumni Association to keep in touch with old students of all the batches. The main objective is to get feedback from old students regarding any problems faced in their fields. Every year a get together is also organized with cultural events followed by lunch.

COLLEGE TRIP & TOUR

In order to stimulate national and emotional integration and a sense of responsibility, college Trip & Tour are organized by the institution in the month of February every year. All places of historical, cultural and educational value are given special emphasis during trip/tour.

COLLEGE MAGAZINE

The college magazine '**Shiksha Jyoti**' is published every year to provide opportunities to the budding writers to exercise and display their talents and share their views.

MERIT CERTIFICATES AND PRIZES

On the Annual Day of the Institution, academic prizes will be awarded, on the basis of marks obtained in B.Ed./M.Ed. University examination & E.T.T. (SCERT Examination) to a student who scores pass marks in all the subjects in the house examinations held by the college during the session.

- (i) Students securing first three positions in theory papers of the University/SCERT.
- (ii) And in the House Examination.

MERIT CERTIFICATES WILL BE AWARDED FOR THE FOLLOWING :-

- (i) Secretaries of various societies and clubs provided they organize two successful functions in a session and Prof. in charge recommends them for merit certificate.
- (ii) Winners of prize in intra-college contests.
- (iii) For securing one of the three positions in any event in Annual University Athletic Meet or in the Punjab Olympic Meet.
- (iv) Outstanding social work or community work.
- (v) Other Categories include being most regular, most disciplined, most cooperative, maximum use of library etc.

Panjab University Chandigarh (B.Ed. Two Years Programme)

1.1 Scheme outline of B.Ed. General in Semester I,II,III,IV:

Semester -I

S.No.	Course Code	Name of the Paper/Subject	External Marks	Internal Marks	Total Marks
1	C-1	Childhood & Growing Up	80	20	100
2	C-2	Contemporary India & Education	80	20	100
3	C-3	Understanding Disciplines and Subjects	40	10	50
4	C-4	School Management	40	10	50
5	C-5	Pedagogy of school subject-1	40	10	50
6	C-6	Pedagogy of school subject -2	40	10	50
7	C-7	Participation in Sports and Yoga		20	20
8	C-8	Pre-Internship- 1(2 Weeks) Engagement with Field		30	30
		Total	320	130	450

B.Ed. Semester -II

S.No.	Course Code	Name of the Paper/Subject	External	Internal	Total
1	C-9	Language across the curriculum	40	10	50
2	C-10	Learning and Teaching	80	20	100
3	C-11	Assessment for Learning	80	20	100
4	C-12	Understanding of ICT (EPC-1)	25	25	50
6	C-13	Drama & Art in Education (EPC-2)	25	25	50
7	C-14	Pedagogy of school subject-1	40	10	50
8	C-15	Pedagogy of school subject -2	40	10	50
9	C-16	Participation in Sports and Yoga		20	20
10	C-17	Pre- Internship -2 (2 Weeks) Field Engagement	----	30	30
		Total	330	170	500



B.Ed. Semester-III

S.No.	Course Code	Name of the Paper/Subject	External	Internal	Total
1	C-18	School Internship (16 Weeks)	70+70+50 =190 PS-I+II + Assessment by School Advisor/ Panel	30+30=60	250

B.Ed. Semester -IV

S.No.	Course Code	Name of the Paper/Subject	External	Internal	Total
1	C-19	Knowledge and Curriculum	80	20	100
2	C-20	Creating Inclusive School	40	10	50
3	C-21	Gender School and Society	40	10	50
4	C-22	Understanding the Self (EPC- III)	25	25	50
5	C-23	Reading & Reflecting on Text (EPC- IV)	25	25	50
6		Elective (Options) (Any One from the following)	40	10	50
	E-1	(i) Guidance & Counselling			
	E-2	(ii) Health & Physical Education			
	E-3	(iii) Peace Education			
	E-4	(iv) Vocational and Work Education			
	E-5	(v) Environmental Education			
7	C-24	Participation in Community Service, Cultural activities, Educational Tour/Trip		30	30
8	C-25	Participation in Sports & Yoga		20	20
Total			250	150	400

Total Marks = Semester I =450 + Semester II= 500 + Semester III= 250 + Semester IV= 400

Grand Total = 1600



**THE LIST OF HOLIDAYS TO BE OBSERVED
BY THE COLLEGE AFFILIATED TO THE PANJAB UNIVERSITY, CHANDIGARH**

Sr. No.	H O L I D A Y S	DATE/S	DAY/S
1.	Birthday of Sri Guru Gobind Singh Ji	January 16	Saturday
2.	Republic Day	January 26	Tuesday
3.	Guru Ravi Dass Jayanti	February 22	Monday
4.	Mahashivratri	March 7	Monday
5.	Shahadi Divas of S. Bhagat Singh Ji	March 23	Wednesday
6.	Holi	March 24	Thursday
7.	Good Friday	March 25	Friday
8.	Baisakhi	April 13	Wednesday
9.	Ambedkar Jayanti	April 14	Thursday
10.	Ram Naumi	April 15	Friday
11.	Mahavir Jayanti	April 20	Wednesday
12.	Parshuram Jayanti	May 9	Monday
13.	Martyrdom Day of Sri Guru Arjun Dev	June 8	Wednesday
14.	Id-UI-Fitr	July 6	Wednesday
15.	Independence Day	August 15	Monday
16.	Janam Ashtami	August 25	Thursday
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21.	Birthday of Maharishi Balmiki Ji	October 16	Wednesday
22.	Birthday of Guru Ram Dass Ji	October 17	Monday
23.	Diwali	October 30 & 31	Sunday/Monday
24.	Birthday of Sri Guru Nanak Dev Ji	November 14	Monday
25.	Martyrdom Day of Sri Guru Teg Bahadur Ji	December 4	Sunday
26.	Christmas Day	December 25	Sunday



M.Ed General Semester II

Program Code: MEDGN-II

PAPER	COURSE CODE	COURSE TITLE	CREDITS	EXTERNAL	INTERNAL	TOTAL
I	C08-PED-II	Process of Education-II	4	70	30	100
II	C09-PIS-II	Psychology for Individual and Social Development-II	4	70	30	100
III	C10-ERS-II	Educational Research and Statistics-II	4	70	30	100
IV		Dissertation –II (Submission of Research Proposal)	2	-	50	50
V	C12-SDS-II	Self Development Skills-II (Writing CV & Interview skills)	1	-	25	25
VI	ANY ONE OF THE FOLLOWING					
	E01-PSE-II	Pedagogy of Science Education-II	4	70	30	100
	E02-PSS-II	Pedagogy of Social Science Education-II	4	70	30	100
	E03-PLE-II	Pedagogy of Language Education-II	4	70	30	100
	E04-PME-II	Pedagogy of Mathematics Education-II	4	70	30	100

Aggregate of Semester - II = 475 marks

Total Credits = 19

One credit= 1 hour

M.Ed General Semester III
Program Code: MEDGN-III

PAPER	COURSE CODE	COURSE TITLE	CREDITS	EXTERNAL	INTERNAL	TOTAL
I	C13-GNC-III	Guidance and Counseling-III	4	70	30	100
II	C14-EDT-III	Educational Technology and ICT-III	4	70	30	100
III	C15-DIS-III	Dissertation-III (Submission)	0	-	-	-
IV	C16-SDS-III	Self Development Skills-III (e-skills)	1	-	25	25
V & VI	ANY TWO OF THE FOLLOWING					
	E05-PFE-III	Policy Planning and Financing of Education-III	4	70	30	100
	E06-EDA-III	Education for Differently-abled-III	4	70	30	100
	E07-CRS-III	Curriculum Studies-III	4	70	30	100

Aggregate of Semester - III = 425 marks

Total Credits = 17

One credit= 1 hour

M.Ed General Semester IV
Program Code: MEDGN-IV

PAPER	COURSE CODE	COURSE TITLE	CREDITS	EXTERNAL	INTERNAL	TOTAL
I	C17-ESD-IV	Education for Sustainable Development & Global Peace-IV	4	70	30	100
II	C18-FAI-IV	Field Attachment/ Internship-IV	4	50	50	100
III	C19-DIS-IV	Dissertation-IV (Viva Voce)	6	100	50	150
IV	C20-SDS	Self Development Skills-IV (Yoga)	1	-	25	25
V & VI	ANY TWO OF THE FOLLOWING					
	E08-MEV-IV	Measurement, Assessment and Evaluation-IV	4	70	30	100
	E09-CME-IV	Comparative Education-IV	4	70	30	100
	E10-LLL-IV	Life Long Learning-IV	4	70	30	100
	E11-EAM-IV	Educational Administration and Management-IV	4	70	30	100



Aggregate of Semester - IV = 575 marks

Total Credits = 23

One credit= 1 hour

Aggregate of Semester I, II, III and IV = 525 + 475 + 425 + 575 = 2000 Marks

Total Credits = 21 + 19 + 17 + 23 = 80

GUIDELINES FOR CONTINUOUS INTERNAL ASSESSMENT

The following are the guidelines, mode of testing and evaluation for Continuous Internal Assessment of students. It will include written/house test, snap test, participation in discussion in the class, sessional work, term papers, attendance etc. The Colleges/Departments will conduct these and assign weightages as quantified below:

1. Written Test:	30 Marks
2. Sessional work / Practicals:	30 Marks
3. Snap Test:	10 Marks
4. Participation in Class discussion:	10 Marks
5. Term Paper/ Assignment/ Presentation:	10 Marks
6. Attendance:	10 Marks

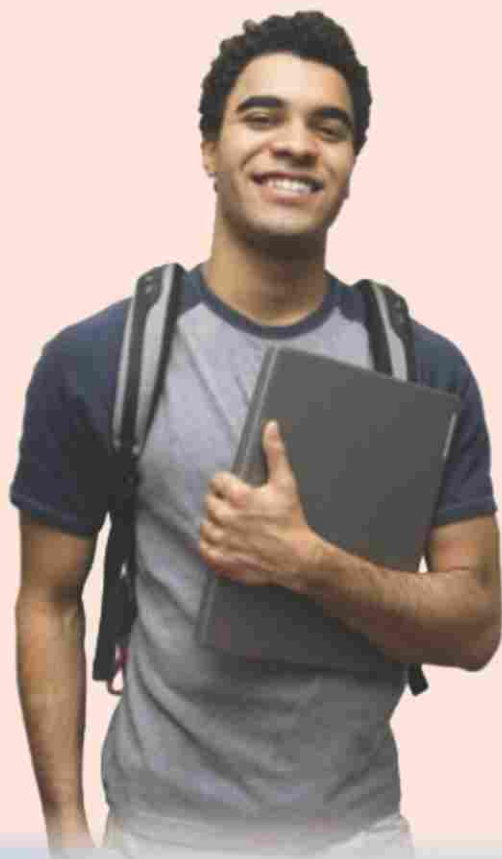
Total: 100 (reduced to 30)

Weightage of three marks for attendance component out of 30 marks for Continuous Internal Assessment shall be available only to those students who attend 80% and more of classroom lectures. The break-up of marks for attendance component for theory papers shall be as under:

Attendance Component	Marks for Theory Papers
a) 80% and above up to 85%	1.5
b) Above 85%	3

Duration of each paper in the semester end examinations will be of three hours.

Elementary Teacher Training Programme (E.T.T.)



AIM OF ELEMENTARY EDUCATION

The aim of elementary education is to fulfill the basic learning needs of all children in an inclusive school environment bridging social & gender gaps with the active participation of the community. The Programme aims at preparing teacher for elementary stage of education that is classes I to VII/VIII.

DURATION

The elementary teacher education programme is of duration of two academic years

WORKING DAYS

There are at least two hundred working days each year exclusive of the period of examination and admission, out of which at least forty days shall be for practice teaching skill development in nearby primary schools.

ELIGIBILITY:

- Candidates with at least 50% marks in the senior secondary (+2) or its equivalent examination are eligible for admission.
- The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government/State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

ADMISSION PROCEDURE:-

Admission will be made on merit on the basis of marks obtained in the qualifying examination and or in the entrance examination or any other selection process as per the policy of the state Government/UT/SCERT



EXISTING INSTRUCTIONAL FACILITIES

A View of Language Learning Lab

We have a well maintained, computerised language learning lab which has latest Electronic devices, apparatus, learning material, books, for developing different skills of pupil-teachers for teaching English, Hindi and Punjabi languages.



Library Cum Reading Room

We have a wi fi computerised Library cum Reading Room with the provision of peaceful reading room, having more than 15,000 books for B.Ed., M.Ed. & E.T.T. classes, reference books, research books etc. along with 75 Encyclopaedias of 281 volumes & 14 Surveys related to Education, Science & Languages, 45 journals & magazines of national, international & state level along with e-journal & e-books.



A View of Psychology Resource Centre

We have a well maintained Psychology Resource Centre having latest Psychological tools and tests, Apparatus etc. for E.T.T, B.Ed. & M.Ed. Courses. The remarkable collection of 185 psychological equipments & portraits of psychologists speak the richness of Psychology Resource Centre.



Resource Center for ET/ICT

We have a Hi-Tech & wi fi ET and ICT Resource Centre with the provision of 25 computer sets with two Line of 2 Mbps Broadband Capacity & well furnished setting to educate a group of 50 students at a time. We also have the facility of BSNL Broad Band. The Internet searching is freely accessible for all the students & Staff.

We have well equipped, modernised Educational Technology Lab with all the ultra modren equipments i.e Overhead Projectors, 12 L.C.D Projectors, T.V., Camera, Tape Recorder, D.V.D Player, Slide Projector, LED, Web Cameras, Handy Camera & Smart Boards etc.



Learning Resource Centre

We have a well maintained Learning Resource Centre having all the necessary equipments, working & still models, charts, maps, picture boards & valuable books in departmental library for the enrichment of students' knowledge.



A View of Guidance & Placement Cell

Our college has Guidance and Placement cell for providing latest information for the Enrichment in knowledge and skills for better future of the students. The placement cell has managed to get employment for over 100 students in different schools and colleges.



Science Resource Centre

We have a well equipped Science Resource centre with all latest apparatus and required material for imparting practical knowledge to the students. It comprises working & non - working models, valuable books in departmental library & portraits of scientists.



Mathematics Resource Centre

Our institute has a well furnished Mathematics Resource Centre having all the required working models, mathematical equipments, geometrical figures, mathematical games and a departmental library.





A MODERATE SEMINAR ROOM



RESEARCH PROMOTION CELL : THE COLLEGE HAS WELL EQUIPPED RESEARCH PROMOTION CELL WHICH WORKS FOR PROMOTING NOT ONLY IN HOUSE RESEARCHES BUT ALSO RESEARCH IN SURROUNDING AREAS FOR BETTERMENT IN THE FIELD OF EDUCATION.



**A CONFERENCE HALL
EQUIPPED WITH LATEST
TECHNOLOGY FOR CONFERENCES**



MULTIPURPOSE HALL



THE EAT WELL CANTEEN



HOME CRAFT LAB

The college has maintained a well equipped home craft lab for making pupil teachers efficient in domestic chores as well.

SPORTS FACILITIES



The college has spacious & well maintained play grounds for indoor and outdoor games.



ART & CRAFT RESOURCE CENTRE

To cater to the aesthetic sense of the prospective teachers, the institution owns a well decorated Art & Craft Lab with the hand made items prepared by the would be teachers.

MUSIC ROOM

The melodious notes can be heard from the Music room of the institution.





ACADEMIC RESULTS OF THE SESSION 2014-15

The sound academic footing of the institute revealed itself in the final 100% results.

Course	Name of the Students	Position	Percentage
M.Ed.	Sweety Rani	I	74%
	Ruffi	II	73%
	Parminder Kaur	III	72%
B.Ed.	Anshu Goyal	I	81.91%
	Manpreet Kaur	II	81.45%
	Jashanpreet Kaur	III	79.45%

OUR ACHIEVEMENTS : POINTS OF PRIDE

Panjab University Zonal Youth & Heritage Festival 2015, Zone C

Held at Dashmesh Girls College of Education, Badal from 7th to 9th Oct., 2015

The following students brought laurels to the college:

Sr. No.	Event	Participants	Prize
1	Shabad	Soma Rani, Kulwinder Kaur, Parminder Kaur, Sukhraj Kaur, Neelam Rani, sukhdeep Kaur, Anu	I
2	Classical vocal	Soma Rani	III
3	Geet Ghazal	Soma Rani	III
4	Bhand	Pippal singh, Nirbhay Singh	I
5	Group Song	Jaspreet Kaur, Harsimar Kaur, Arshdeep Kaur, Satnam Singh, Bhag Singh, Kuldeep Sharma	III
6	Heritage Quiz	Kulwinder Kaur, Arjinder Kaur, Rajveer Kaur	III

BKCEM- GOVERNING BODY "The Torch Bearers"

Sant Baba Kapoor Singh Ji

Chairman

Dr. Chamanlal Sachdeva

Managing Director

Dr. Rohin Sachdeva

General Secretary

Mrs. Kamaljeet Kaur

President

Dr. (Mrs.) Om Prabha Sachdeva

Executive Member

Prof. M.R. Popli
(Former Principal)

Member

Dr. R.M. Tripathi

Principal, Ex. Officio Secretary

Dr. (Mrs.) Amardeep Kaur
(Staff Representative-Teaching)

Associate Professor, Vice Principal,
Member

Mr. Mehtab Singh
(Staff Representative-Teaching)

Asst. Professor, Member

Mr. Rajwinder Singh
(Representative-Non Teaching)

Office Clerk , Member



SCHOOLS FOR TEACHING PRACTICE

OUR PUPILS TEACHERS ARE SENT TO THE FOLLOWING SCHOOLS FOR TEACHING PRACTICE:

1. GOVT. GIRLS SR. SEC. SCHOOL, ZIRA
2. GOVT. BOYS SR. SEC. SCHOOL, TALWANDI BHAI
3. GOVT. GIRLS SR. SEC. SCHOOL, TALWANDI BHAI
4. GOVT. BOYS SR. SEC. SCHOOL, MUDKI
5. GOVT. GIRLS SR. SEC. SCHOOL, MUDKI
6. VEER SINGH MEMORIAL SEC. SCHOOL, NATHUWALA (WEST)
7. GOVT. GIRLS SR. SEC. SCHOOL, FARIDKOT.
8. GOVT. BOYS SR. SEC. SCHOOL, FARIDKOT
9. NEW MODEL SR. SEC. SCHOOL, FARIDKOT
10. MGM SR. SEC. SCHOOL, FARIDKOT
11. K.N. JAIN GIRLS SR. SEC. SCHOOL, FARIDKOT
12. MAHAVIR HIGH SCHOOL, FARIDKOT
13. GURU TEG BAHADUR MISSION HIGH SCHOOL, FARIDKOT
14. VISHKARMA HIGH SCHOOL, FARIDKOT
15. SAWAN MAL SR. SEC. SCHOOL, ZIRA
16. GURU TEG BAHADUR HIGH SCHOOL, MUDKI
17. S.D. SR. SEC. SCHOOL, FEROZEPUR
18. GOVT. SR. SEC. SCHOOL, KOT KAROR KALAN
19. GOVT. ELEMENTARY SCHOOL, KABARWACHA
20. GOVT. HIGH SCHOOL, GILL
21. GOVT. SR. SEC. SCHOOL, MACHI BUGRA
22. GOVT. SR. SEC. SCHOOL, TEHNA
23. GOVT. SR. SEC. SCHOOL, CHAND BAJA

OTHER COURSES RUN UNDER THE SAME ROOF

1. Elementary Teacher Education (E.T.E.) recognized by NCTE & Affiliated to SCERT Punjab.
2. Cal-C Centre

INTERNATIONAL COLLABORATIONS ARE EXECUTED BY THE MANAGEMENT WITH:

- ❖ Bethlem Tertiary Institute, Tauronga, New Zealand.
- ❖ Waiariki Institute of Technology, Rotorua, New Zealand.
- ❖ University of West Scotland, U.K.
- ❖ Stow College, Glasgow, Scotland, U.K.



**The institution is the first institution in
Punjab to offer the following
golden opportunities to its students:**

Students who will complete B.Ed./M.Ed. From Babe Ke College of Education, Mudki are eligible to do the following at university of West Scotland, Glasgow, Scotland , U.K.

- ❖ Direct entry into the PG Certificate/PG Diploma and M.Ed. (Inclusive Education).
- ❖ Direct entry into the PG Certificate/PG Diploma and M.Ed. (Leadership for Learning).
- ❖ PG Certificate in Teaching and Learning in Higher Education (Employment in College of Higher Education or University also required).



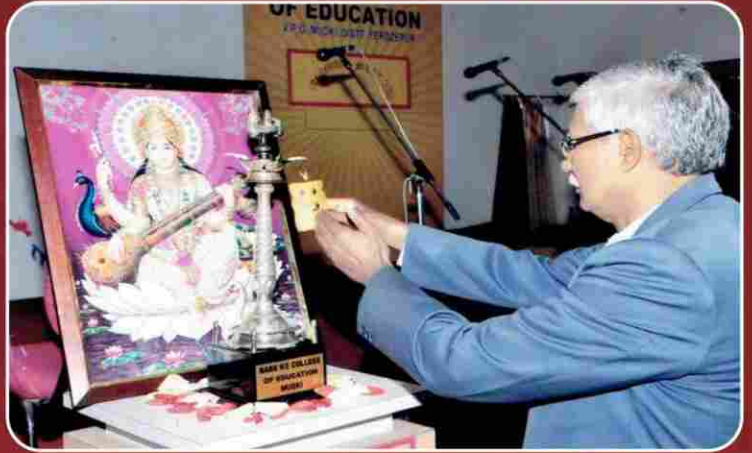
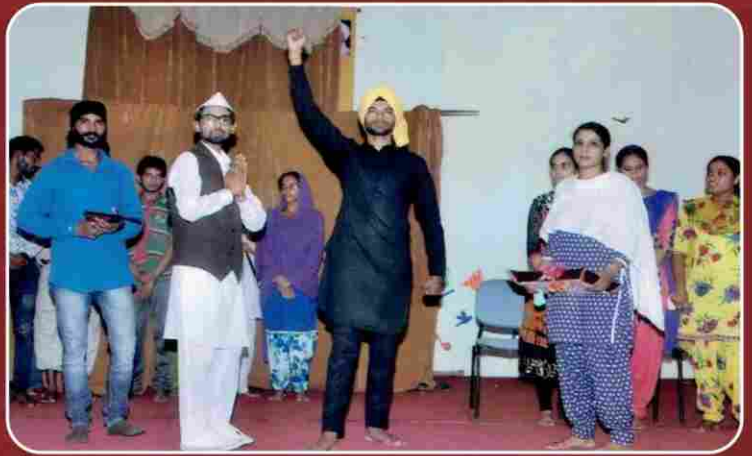
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26.	Christmas Day	December 25	Sunday

BUSTLES OF 2015-16



BUSTLES OF 2015-16





BABE KE COLLEGE OF EDUCATION

V.P.O. MUDKI, DISTT. FEROZEPUR

ADMISSION FORM FOR M.Ed./B.Ed./D.El.Ed. (2016-18)

Sr. No. _____

Course : _____

Date of Admission _____

M.Ed.

B.Ed.

E.T.T.

Optional Papers Offered
1. _____
2. _____
3. _____
Entrance Test Roll No. _____
Rank Achieved: _____
Marks Obtained: _____

Teaching Subjects offered/ Group Combination
1. _____
2. _____
Rank Achieved : _____
Marks Obtained _____

Rank Achieved _____

Marks Obtained _____

Paste a recent
passport size
photograph here
duly signed by the
student

1. Name (in block letters) as in Matric Certificate: _____
2. Mark a tick: ☐ Male ☐ Female ☐ Transgender
3. Father's Name: _____
4. Address for correspondence: _____
Pin Code: _____
Mobile No: _____
5. Aadhaar No. : _____ E-Mail Id: _____
6. Mother's Name: _____
7. Date of Birth: _____
(as given in Matric Certificate), Place of Birth: _____
8. Panjab University Regd. No. (If Allotted) : _____
(If graduate/post graduate from university other than Panjab University)
Name of the University _____
9. Married/Unmarried: _____
10. Are you a Resident of Punjab State? (Yes/No): _____
11. Name of Category: GEN/ SC/BC/OBC/ST.: _____
12. Annual Income of Parents/Husband/Guardian: _____
13. (Mark a tick): Admission through Counseling Quota/Special Management Quota
14. Group Claimed during counseling: Humanities/Science/Commerce/Vocational: _____
15. Medium of appearing in Examination: _____
16. Academic Qualification:

Examination Passed	Name of Board/ University	Roll No. & Year	Subjects Offered	Marks Obtained/ Total Marks	% age of Marks
Matriculation					
10+2					
B.A. / B.Com					
BBA/BCA/B.S.C.					
M.A./M.Sc./M.Com					
B.Ed.					
Any Other					
Qualification					

17. Any Academic/Cultural/Sports/Distinction Achieved: _____

DECLARATION

Certified that I am applying for admission to _____ course at Babe Ke College of Education, Mudki with the permission of my Parents/Guardians/Husband and that particulars given on the Form are correct to my knowledge and belief and further declare that if any discrepancy/misinformation/misrepresentation is detected at any stage, would automatically render me ineligible for the admission. I agree to abide by the rules and regulations of the college. I solemnly declare that any University or Board has not disqualified me in any examination. I further solemnly declare that I shall not take part in any Strike/Political activity prejudicial to the interest of the college/institution.

Date: _____

Signature of the Applicant

Address: _____

I promise that my son/daughter/ward named Ms./Mrs. _____ will not take part in any activity prejudicial to the interest of the college and the state. I further certify that I am in a position to pay his/her college dues regularly. He/She is seeking admission to the B.Ed. class with my consent and permission.

I hereby undertake that in the event of taking admission in the college if I leave the college after being admitted. I will not claim refund of fee either through management or through court of law.

Date: _____

Signature of the Parents/ Guardians

Address: _____

Documents Verified: 1. _____ 2. _____ 3. _____ 4. _____

5. _____ 6. _____ 7. _____ 8. _____ 9. _____

Signature of Admission Committee

FOR OFFICE USE ONLY

1. The candidate has deposited college fee Rs. _____ Receipt No. _____

2. Documents Received: _____

Dated: _____

Signature of Office Supdt.

Principal's Remarks: _____

Signature of Principal